

OIS Registry

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28 MAR 1985

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Evaluation of the Agency's Information
Security Program

1. Attached for your information is the Information Security Oversight Office's (ISOO) report on its FY 1984 inspections of the Agency's information security program. As you will note, the ISOO inspections focused on the review of classified documents for proper classification and markings, safeguarding procedures, information security training programs, and the degree of understanding by Agency personnel in making original and derivative classification decisions. With the exception of some inconsistencies in classification markings, ISOO found that CIA met or exceeded the standards established by Executive Order 12356 and its implementing directive.

2. Please express my appreciation to [redacted] of the Office of Global Issues, for their cooperation and the excellent briefings they provided during this inspection.

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[redacted]
Harry E. Fitzwater

Attachment:
As Stated

DDA/OIS/IRMD/IMB dcw (21 March 1985)

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**Report of Inspection by
The Information Security Oversight Office
of the
Central Intelligence Agency**

I. General

On March 15, May 3 and August 28, 1984, [redacted] STAT
Program Analyst, Information Security Oversight Office
(ISOO), inspected the Central Intelligence Agency's (CIA)
information security program to evaluate its compliance with
Executive Order 12356. [redacted] was accompanied by CIA
liaison [redacted] Chief, Information Management
Branch. ISOO's FY 1984 inspections continued to concentrate
on agency training programs; marking and safeguarding; and
in particular, focused on the degree of understanding CIA
personnel had of relevant provisions of E.O. 12356 as they
relate to original and derivative classification.

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II. Findings

A. Classification/Marking

The agency continues to use its classification guide
as a basis for its derivative classification. CIA
procedures for using the guide as a basis for a
derivative classification are more effective than
procedures in most other agencies because CIA officials
marking the documents are required to identify the
specific item in the guide. This procedure facilitates
the conduct of audit trails to determine if the level
and duration assignments are proper.

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B. Training

Personnel responsible for the classifying and marking of documents continue to receive effective initial and refresher training. Immediate corrections are made when errors in marking procedures are detected. Training in the handling, safeguarding and use of classified information is an ongoing program with frequent refresher sessions and constant observation.

C. Safeguarding

The agency has excellent procedures for the transmittal, storage and handling of classified information. Programs and procedures are constantly reviewed to determine if they require upgrading or modification. Individual offices have strict programs for the checking and control of classified information in their possession. No deficiency was detected during the course of the inspections.

III. Conclusion

The Central Intelligence Agency's information security program is in compliance with the Executive Order and the ISOO Directive.

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IV. Recommendations

Documents should be periodically checked [redacted] STAT
[redacted] to determine if they are in compliance with the STAT
Order. When deficiencies are detected, the responsible
official should be notified and errors corrected.